

March 3, 2022

Request for Proposals
Ronnie Hill Memorial Park
Concession Stand Vendor

The City of Eagleville is soliciting proposals in order to identify individuals and/or businesses qualified to operate and manage its concession stand located at 1019 Ronnie Hill Avenue, Eagleville, Tennessee. This RFP is designed for those interested in creating a contract relationship to operate the concession stand at the above mentioned City of Eagleville Park. The selected party will be required to operate the concession stand according to the terms and conditions outlined below.

The RFP is seeking proposals to operate the Concession Stand for a period of one year with a MINIMUM STARTING BID of \$2000 to be paid the at the signing of the contract, with any remaining revenues going to the Concession Stand Operator. The contracted price must be paid at the signing of the contract along with a \$1000 deposit (to be returned upon a satisfactory inspection of the premises and performance fulfilling duties as described in this RFP at the end of the contracted time).

The proposals will be opened 11:00 a.m. on Wednesday, March 23, 2022 at the following address:

City of Eagleville
108 South Main Street
615 274 2922

For questions, please contact City Manager at hriggins@eaglevilletn.com

I. RFP TERMS AND CONDITIONS

A. This RFP does not commit the City to award a contract. Proposals which, in the sole discretion of the City, do not meet the minimum requirements, including without limitation the minimum proposal submission requirements, may not be reviewed.

B. The City may request additional or clarifying information or more detailed information from any proposer at any time, including information inadvertently omitted by a proposer.

C. The City reserves and may exercise the following rights and options with respect to evaluation of proposals and selection for negotiation:

1. To reject any and all proposals and re-issue the RFP at any time prior to execution of a final contract if, in the City's sole discretion, it is in the City's best interest to do so;

2. To supplement, amend, substitute or otherwise modify this RFP at any time prior to selection of one or more respondents for negotiation and to cancel this RFP with or without issuing another RFP;

3. To accept or reject any or all of the items in any proposal and award the contract in whole or in part if it is deemed in the City's best interest to do so;

4. To reject the proposal that, in the City's sole judgment, has been delinquent or unfaithful in the performance of any contract with the City or another government entity, is financially or technically incapable or is otherwise not a responsible proposer;

5. To reject as informal or non-responsive any proposal which, in the City's sole judgment, is incomplete, is not in conformity with applicable law, is conditioned in any way, deviates from this RFP or contains erasures, ambiguities, alterations, or items of work not called for by this RFP; and,

6. To request that some or all of the proposers modify proposals based upon the evaluation of the City.

D. The City may enter into negotiations for a contract, on terms and conditions satisfactory to the City with one or more selected proposer(s). However, the City reserves the right to terminate any negotiations at any time or conduct simultaneous, competitive negotiations with multiple proposers.

II. CONCESSION OPERATIONS

Concession operations are a key component to the overall character of the park. The selected proposer will be required to satisfy the following conditions as a part of the concession operations:

- A. Personnel. The operator will be responsible for hiring and paying the necessary personnel to conduct the daily operation of the concession in accordance with all Health and Fire Codes and other pertinent regulations.
- B. Operating Hours. Hours of operation may vary based upon seasons and weather. Minimum hours may include week days, week nights and weekends (day and night). It is expected that the concession stand will be open from the beginning of games until after games are over. Opening during practices would be optional.
- C. Menu Items. The concessionaire is expected to serve quality food and drinks to meet the needs of the visiting public at a reasonable price. The menu should consist of hot dogs, nachos, cold drinks, bottled water, and other snacks at a minimum. The City is seeking a vendor to sell more items than just pre-package food. All menu prices must be submitted in the bid package. Beer and wine sales are not permitted. Please submit the grades of meat you will be selling and various brands of food to be sold. The operator will be required to comply with any and all of the City's exclusive license agreements. The concessionaire, explicitly and solely, agrees to abide by all health code regulations, whether they be federal, state or local. Breach of such regulations shall immediately allow the City to void any consummated agreement. **Note: Menu options may be changed to be in accordance with CDC or Health Department COVID recommendations/guidelines.**
- D. The Operator will receive a full propane tank, but will be required to refill as needed during the season.
- E. It shall be the operator's responsibility to negotiate all contracts with food and drink vendors. The operator shall also purchase all food and drink items to be sold. Should the operator not go with an established vendor that provides coolers, the operator will

be responsible for providing its cooling machine needs. Vendors can counter offer in their RFP.

- F. The City shall provide basic concession equipment such as a crock pot and warmer. Specialty equipment shall be provided by the operator.
- G. The City shall pay utilities, except propane as noted.
- H. The operator may be required to assist in ensuring all field lights are off at the end of the night and assist with other basic and limited Ball Club needs.

III. QUALIFICATIONS

To ensure a high-quality level of operation for the facility, proposers must demonstrate minimum experience and qualifications, and provide evidence of the following:

- A. Documented experience in successfully operating and managing a similar type of business;
- B. Fiscal solvency and capacity to provide adequate concession start up materials;
- C. An equal opportunity employer;
- D. Not be indebted to the Federal Government, State of Tennessee, County of Rutherford or City of Eagleville for non-payment of taxes, fines, judgments, liens or fees;
- E. Preferably maintains a business/residence within 30 miles from the City of Eagleville to increase response time in cases of emergency;
- F. Insured;
- G. Capable of providing a deposit of \$1,000.00;
- H. Capable of providing three references;
- I. Availability to run the Concession Stand Six (6) days a week as determined needed by the City Manager; and,
- J. Ability to run the Concession Stand from March through July, with the possibility of extension based on demand for other summer and early fall months.

IV. PROPOSAL INSTRUCTIONS

Submission Date and Requirements

Original unbound copy of completed proposals must be submitted either by mail or hand to:
City of Eagleville

Proposal for Concession Operations

C/O City Manager

108 South Main Street

P.O. Box 68

Eagleville, Tennessee 37060

- a. Proposals must be submitted by **11:00 a.m. on March 23, 2022**. Late proposals will not be accepted.
- b. Proposals must be signed by an individual authorized to bind the Proposer.
- c. Proposals must be sealed and labeled on the lower left cover of the envelope RE: Concession Operations Proposal.
- d. The City reserves the right to reject and return any proposal submitted after the time and date.

V. REVIEW OF PROPOSAL RESPONSES

Review Process. All proposals received by the deadline will be evaluated by the City Manager for compliance with this RFP. The successful proposer will be required to execute a concession agreement with the City, which could be subject to formal approval by the Eagleville City Council.